

Chelmsford Division of Essex Beekeepers' Association

Privacy Notice for Members and GDPR policy

Introduction

At the Chelmsford Division (CBK) of the Essex Beekeepers' Association (EBKA), we're committed to protecting and respecting your privacy. As an active membership organisation, we need to process certain data to manage routine activities on behalf of our members. Much of this data relates to members contact details and CBK and its Officers consider it vitally important that this information is dealt with in a reasoned manner that members understand and permit, and which accords with the GDPR principles. If you feel that your personal data is not being managed in accordance with this Policy, then contact either the Divisional Chairman (chair@chelmsfordbeekeeper.com) or the Divisional Secretary (secretary@chelmsfodbeekeepers.com).

We may change this notice and policy from time to time so please check this page occasionally to ensure that you're kept aware of any changes. This notice was last updated in November 2018 and is version 1.

Who are we?

Chelmsford Beekeepers are a division of the EBKA which is a registered Charity, with registered Charity No. 1031419. For more details on the EBKA and its purpose please see the EBKA website <https://ebka.org> and its Rules. CBK is a division (branch) of the EBKA. This means that CBK and EBKA are the same legal entity and CBK administers membership benefits, meetings and charitable activities for EBKA across the Chelmsford area of Essex. The EBKA Rules regulate the CBK activities.

When do we collect your personal information?

CBK collects information at different times. These include:

- When you join EBKA.
- When you advise us that you have changed address or contact details.
- When you send e mail to us.
- When you participate in activities such as training events.
- When you ask us to advertise equipment for sale.

What Type of information do we collect?

Common information we keep includes:

- Your name, address, postcode, email address, phone numbers.
- Number of hives, location of hives.
- Method of membership payment (bank) details.
- Tax status (for gift aid reasons).
- BBKA membership number, type of membership and BDI Insurance membership.
- Willingness to collect swarms.
- Willingness to receive swarms.
- Willingness to be included in the 'Find a Bee Buddy' section of 'Members Area' of CBK website
- Subscriptions status for BeeCraft magazine.

- Donations.
- Meeting and course attendance.

How is your information used?

We collect personal information to meet our contractual obligations in processing and administering your membership and for our legitimate interests in the daily management of CBK such as, providing training courses, monthly meetings and organising swarm collection and assessing the membership of the Division as a whole. Without this information CBK would be unable to fulfil its aims which are met in the following ways:

- processing membership applications.
- administering membership payments.
- processing a donation that you have made.
- carrying out our obligations arising from any contracts entered into by you and us.
- seeking your views or comments on the services we provide.
- notifying you of changes to your membership.
- sending you communications (such as the CBK newsletter and the EBKA magazine) and any ad hoc email notices which you have requested or that CBK believes may be of interest to you.
- sending you communications in respect of monthly meetings, AGMs and EGMs.
- obtaining BBKA membership benefits for you.
- administering your participation in any Divisional subscriptions or bulk purchase schemes.
- administering training courses.
- administering your BDI insurance membership.

Your personal information will be retained by the CBK and EBKA. We are legally required to hold some types of information to fulfil our statutory obligations (for example the administration of Gift Aid) and could be subject to prescribed retention periods by relevant legislation. Otherwise CBK will hold your personal information on our systems for as long as is necessary for the relevant activity (such as the period of your membership plus a period thereafter).

Who has access to your information and when do we share this information?

CBK will not sell or rent your information to third parties nor share your information with third parties for marketing purposes. CBK will however pass your information to any or all of the following as is appropriate to manage your membership and the activities you wish to be involved with:

- The British Beekeepers' Association (BBKA) (re BBKA membership).
- Bee Diseases Insurance Ltd (BDI) (re membership and disease insurance).
- The National Bee Unit (NBU) part of the Animal and Plant Health Agency (APHA) (re disease notifications).
- Bee Craft Ltd (re BeeCraft magazine subscription).
- The Animal & Plant Health Agency (APHA)
- Where you are collecting swarms, we will disclose contact details to local authorities, libraries, police departments and make relevant contact information available on the CBK website to the public.

CBK may pass your information to selected third party service providers, agents, subcontractors and other associated organisations for the purposes of completing tasks and providing services as part of

the daily management of CBK (for example to process membership fees (Bank), to send you mailings and to obtain insurance and legal services (insurers/lawyers)). However, when third parties are used, only the minimal necessary personal information is shared to achieve the aim and typically there will be a contract in place to keep your information secure and not to use it for their own direct marketing purposes, unless we are legally obliged to share such data.

Where CBK, EBKA or certain members run group social media pages such as Facebook, members must make their own decision to join the group. The terms and conditions of the social media provider prevail over this Policy.

Transferring your information outside of Europe.

CBK will not readily in the course of managing CBK transfer your personal information outside of Europe. Should this be necessary you will be advised of any onward transfer of your details before or at the time unless CBK or EBKA is under a legal duty to make such a transfer.

Security precautions to protect your information.

When you give us personal information, we take steps to ensure that it's treated securely. Information is stored on computers of CBK Committee Members. When your information is shared within CBK or to the EBKA, such as the EBKA Members' Secretary or County Treasurer; efforts will be made to ensure that spreadsheets and attachments are appropriately password protected or unnecessary personal information has been redacted/removed. E-mail addresses will not be broadcast in circulations. Computers of those persons handling personal information are required to maintain suitable security of their computer such as firewalls and security programmes as you would your own. Where the CBK is processing personal information on minors, this will always be done under the awareness and consent of the parent/guardian.

Your Rights

You have the following rights in relation to the personal information we hold about you:

- To access your personal information.
- To be provided with information about how your information is processed.
- To have your information corrected or updated.
- To have your personal information erased, though this disassociates you from the activities of the CBK and EBKA.
- To prevent outright or to restrict how your personal information is processed.

If you wish to exercise these rights, please contact the Divisional Secretary at (secretary@chelmsfordbbekeepers.com)